



## Urgent and important planner

### Leadership Dimensions **Evaluating information**

Managing your time effectively, and achieving what you want to achieve, means **spending your time on things that are important and not just urgent.**

- Urgent activities** demand immediate attention, and are often associated with the **achievement of someone else's goals.**  
 Deadlines and commitments like reports, meetings and project work.  
 Also real problems and crises.
- Important activities** have an outcome that leads to the **achievement of your goals.**  
 Tasks that mean you prepare well or prevent a problem, and tasks that affect the people you work with.

### A useful guide - the urgent / important matrix

The Urgent / important matrix was developed as a guide to prioritising tasks.

Urgent / Important	High	Importance = Low Urgency = High  <i>Delegate</i> to a competent person who can work unsupervised	Importance = High Urgency = High  Fire fighting, CRISIS!! <b>DO NOW!</b>
	Low	Importance = Low Urgency = Low  <b>Don't do this!</b> It's NOT YOUR JOB!	Importance = High Urgency = Low  PLAN for. Consider delegating to a developing person who will need supervision
		Low	High
		Importance	

### Basically....

- If a task is **urgent** AND **important**, **DO it now!**
- If a task is **important**, **PLAN!**
- If a task is **NOT important**, **Do NOT DO!**

### What to do

Use the **Urgent / important planner** to work out how to spend you time.

- List the **tasks that need your time.**
- Determine **their urgency and importance.**
- Decide **how you will deal with them.**

